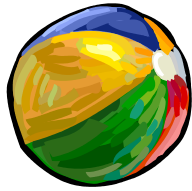


City of Surprise  
Community & Recreation Services



# **Sierra Montana Summer Camp 2013 Parent Handbook**



**Drug Free Recreation**

## **CITY OF SURPRISE SUMMER CAMP PROGRAM**

Community & Recreation Services: 623-222-2000

Sierra Montana Recreation Center: 623-222-2600

Holly Osborn, Recreation Supervisor: 623-222-2245

Terri Cross, Rec Aide III: 623-222-2254

The City of Surprise Summer Camp Program provides opportunities for youths entering 5<sup>th</sup> - 8<sup>th</sup> grade to have fun in a safe and supervised program. This exciting program features on-site activities such as: arts & crafts, games, sports, plus special field trips to help the youth have a safe, fun-filled summer.

### **Participants**

Youth who are entering 5<sup>th</sup> - 8<sup>th</sup> grade.

4<sup>th</sup> graders are eligible if they have an older sibling enrolled

### **Dates**

Starts: Tuesday, May 28, 2013

Ends: Friday, Aug 2, 2013

**Program closed on Thursday, July 4, 2013**

### **Hours**

Monday – Friday, 6:30 a.m. - 3:00 p.m.

Students can register to attend open recreation at Sierra Montana from 3pm to 6:30pm at no additional charge



### **Location**

Sierra Montana Recreation Center

14861 N Spring Lane

Surprise, AZ 85388

### **Fees**

Registration Fee: \$30 Residents

\$50 Non-residents

Payment Option 1: \$85 Residents (5 days)

\$105 Non-residents (5 days)

Payment Option 2: \$60 Residents (3 days, must be chosen at time of registration)

\$80 Non Residents (3 days, must be chosen at time of registration)

*All field trips are included for participants attending on scheduled field trip days.*

### **Payments**

**Fees will automatically be scheduled and post to your account the Monday of the week of participation. There is a \$10.00 penalty fee for any payments not received by the Monday of participation. Participants will not be allowed to attend field trips if there is a balance on their account and will be removed from the program if no payment is received by the following Monday. Fees will remain on the account and must be reconciled before registering for any other City of Surprise Programs. Please communicate with the Recreation Coordinator if there is an issue regarding payment.**

Checks and money orders will be accepted at the campsite. Make checks and money orders payable to "City of Surprise," **please write the name of the camper and the dates you are paying for.**

Cash and credit card payments must be made at the City of Surprise Community & Recreation Services Building located at 15960 N. Bullard Avenue, Surprise, Arizona, 85374. You may also pay online at [www.surpriseaz.gov/recreation](http://www.surpriseaz.gov/recreation).

Parent Initial \_\_\_\_\_ (I understand the information listed on this page)

### **Withdrawal / Change Policy**

It is the City of Surprise Summer Camp Policy that prior notice is required to terminate or change enrollment in the program. If for any reason you decide to change or drop your child's enrollment from the Summer Camp Program, notification must be made by the Wednesday prior to the week of withdrawal. You can email Holly Osborn at [holly.osborn@surpriseaz.gov](mailto:holly.osborn@surpriseaz.gov) or you can submit a withdrawal notice to the Nathan Ulliyot at the Surprise Recreation Campus office.

**Participants must attend a minimum of 5 weeks of the Summer Camp Program. Participants who are registering late must attend at least half of the remaining weeks.**

### **Refunds**

**The City of Surprise Summer Camp Program will not issue any refunds.**

### **Absences**

If your child is going to miss Summer Camp on his/her scheduled day due to illness or any other reason, please call the Summer Camp site at 623-222-2600. If you are going on vacation you must notify staff at the time of registration so scheduling can be adjusted accordingly.

### **Sign In/Out**

For the safety of the participants, only parents/guardians or an authorized person designated on the registration form will be able to sign a child in and out each day. **A child may not sign themselves in or out!** There are no exceptions! This is strictly enforced. This also provides parents an opportunity to see the activity schedule planned for the day. Those picking up a child will be required to show I.D. so please remember to bring it in with you, this is for your child's safety and not to inconvenience you.

### **Authorization for Release**

A child enrolled in the City of Surprise Summer Camp Program will only be released to those persons authorized with their actual signature on the registration form. NO exceptions will be made without the advance written permission of the parents or telephone authorization. Individuals may be required to show proof of I.D. to the staff the first time the child is picked-up. **If only one person has the sole custody of a child, then a legal document must be on file with the site stating the name of the legal guardian.** This is for your child's safety and not to inconvenience you.

### **Transportation**

Transportation will be provided to and from all field trips. Transportation will **NOT** be provided before and after the program.

### **Late Pick-Up**

**\$5 per every 5 minutes/per child.** The charge is \$5 per every 5 minutes after 6:30 pm, **per the school clock**, and is due at the time of pick-up. Please call 623-222-2600 to notify staff if you are running late.

**1<sup>st</sup> Time:** Verbal warning

**2<sup>nd</sup> Time:** Fee plus written warning

**3<sup>rd</sup> Time:** Fee plus 3 days suspension

**4<sup>th</sup> Time:** Removal from the program

### **Medication**

The Surprise Summer Camp staff may administer medication. To authorize giving medication to a child, the parent/guardian must complete a "Medication Release Form" and bring the prescribed amount of medication in the original container. Forms are available at the site.

Parent Initial \_\_\_\_\_ (I understand the information listed on this page)

### **Illness**

All children become ill from time to time. It is important for parents who have children in the Summer Camp Program to understand that their child's health affects the health of other children and staff members in the program.

Do not take a child who has signs and symptoms of being ill to the Summer Camp Program. These symptoms are as follows:

1. Fever. They must be fever free for 24 hours in order to return.
2. Any contagious disease such as strep throat, pink eye, chicken pox, etc.
3. Vomiting.
4. Serious/hard coughing or difficulty breathing.
5. Rash/sores.
6. Diarrhea.
7. Mucus or pus from red eyes.
8. Thick drainage from the nose.
9. Sore throat.



If your child becomes ill during the program, staff will try and contact a parent or authorized designee to pick-up the participant. Please notify staff if phone numbers change at any time during the program.

### **Emergencies**

If your child has an accident, injury, or emergency while at summer camp, that requires medical treatment by a health care provider, a staff member will immediately notify the child's parents. For this reason, it is essential that all forms have current names and phone numbers. A written emergency report will be filled out.

### **Toilet Training**

Children must be toilet trained. If frequent urine and/or bowel accidents occur (3 or more within a 5 day period) or if they wear pull-ups, then they do not meet this requirement. Please understand that if your child does exhibit signs of not being fully trained, you will be asked to remove your child from the program. If an accident happens, a parent or guardian is expected to either pick-up the child or bring a change of clothes/cleansing products within 1 hour from the time the parent/guardian is notified.

### **Personal Items**

**\*Please do not permit your child to bring personal items such as Game Boys, Play Station games, Pokemon cards etc. to the program.** The City of Surprise is not responsible for any lost, stolen, or broken items. The site has several toys and lots of activities to keep your child busy and entertained. Items not claimed will be donated in August. We will have special days during the summer for Pokemon tournaments, cards will be allowed those days only.

### **Lunches**

Each participant is responsible for bringing his or her own non-perishable lunch. Refrigeration and microwaves will not be available for use.

### **Snacks**

Participants will receive an afternoon snack provided by City of Surprise. Parents are encouraged to send along a morning snack and water bottle every day and sunscreen on pool days.

Parent Initial \_\_\_\_\_ (I understand the information listed on this page)

### **Field Trips & Super Field Trips**

Participants will be attending field trips throughout the summer. Field trip costs are included in the weekly fee. Transportation for field trips is provided by the City of Surprise. It is required that each participant attending the field trip has a permission slip completely filled out by a parent. Participants will be required to wear I.D. stickers and/or wristbands for safety purposes.

**Note to Parents: All participants that attend the Summer Camp Program on a field trip day will be required to go on the field trip. No participants will be left behind at the site. If you choose not to have your child attend a specific field trip, your child will not be able to attend the program until the participants have returned from the field trip.**

**Parents are not permitted to drop off or pick-up their child at the field trip destination. Participants MUST ride the bus to and from the field trip site.**

**\*\*You may send some extra money for snacks or tokens with your child, but please note that staff is in NO WAY responsible for holding it or keeping track of it!**

### **Enrollment/Disenrollment Procedures**

To enroll your child in the City of Surprise Summer Camp Program, parents must complete and return the following to the City of Surprise Community & Recreation Services located at: 15960 N. Bullard Avenue, Surprise, Arizona, 85374.

- 1) Registration Form. Complete, leave no line blank.
- 2) **Blue Immunization Card. Complete, leave no line blank. If the question/line does not apply, write "none" or "N/A". Two (2) emergency contacts, beside the parents, must be listed to have authorization to pick-up your child in case of an emergency. If you do not have 2 emergency contacts, write in "CPS" and "Surprise Police Department".**
- 3) Copy of immunization record.
- 4) Discipline Policy – signed.
- 5) Fee Attendance Contract – signed.
- 6) \$30 Registration Fee / Resident. \$50 Registration Fee / Non-resident.
- 7) First week's payment.

**If you decide to withdraw your child from the Surprise Camp Program, please complete the "Withdrawal Notice Form" & return to the site leader. If this form is not completed & turned in at the time of withdrawal, the participant will continue to be billed according to their contract, until the form is received.**

### **Youth Special Needs**

Parents who have a child with a special need or disability and would like to request a reasonable accommodation can do so by contacting Community & Recreation Services at 623-222-2000 or the Site Leader. A "Request for Accommodation" form along with supporting documentation must be filled out completely and the request made at least 2 weeks prior to attending. Life skills such as, but not limited to feeding, dressing, and toileting are not provided by staff.

### **Licensing**

City of Surprise Summer Camp is regulated by the Arizona Department of Health Services located at 150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, Arizona, phone number 602-364-4768. Inspection reports are completed by DHS and are available upon request.

### **Daycare Subsidies**

Please call Child Care administration office of information on child care assistance at 623-925-0095.

**Parent Initial \_\_\_\_\_ (I understand the information listed on this page)**

### Insurance

The City of Surprise carries liability insurance for all of its operations, including city-sponsored recreation programs.



### *Daily Schedule*

6:30 - 8:00 am  
8:00 - 8:30 am  
8:30 - 9:00 am  
9:00 - 9:30 am  
9:30 - 11:30 am  
11:30 am - Noon  
Noon - 1 pm  
1 - 3:00 pm

Greeting & Indoor Play  
AM Snack-please bring  
Outside Play  
Daily Announcements  
Centers & Crafts & visitors  
Lunch  
Organized Group Games  
Centers & game Time

Times and activities may change due to daily field trips and other planned activities. Weekly Calendar of activities can be found on the Parent Board near the sign in area. Program will be closed Wednesday, July 4, 2012.



### **SUMMER CAMP WITHDRAWAL NOTICE FORM**

Date: \_\_\_\_\_

I, \_\_\_\_\_ would like to withdraw my child  
(parent's name)

\_\_\_\_\_ from the 2013 Summer Camp Program  
(child's name)

effective \_\_\_\_\_.  
(last date of attendance)

I understand that all weekly fees up to the last day of attendance must be paid in full.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Phone number

***If you have questions about your account please call Holly Osborn at 623-222-2245.***



**CITY OF SURPRISE**  
**SUMMER RECREATION DISCIPLINE POLICY**  
**Summer Camp**

In order to ensure the safety of all participants and staff in the City of Surprise's Summer Recreation Program, the following discipline policy will be strictly implemented and enforced. Please read the policy, sign, and return with your child's registration. All rules will be discussed with participants on the first day of the program and sent home to parents/guardians.

When a participant needs guidance, the following options are utilized:

1. Participant is encouraged to verbalize his/her feelings and to think of alternative solutions and their possible effects.
2. Participant is redirected to a different area.
3. If a participant has lost control and is unable to reason, "time out" will be used. The "time out" technique is used when the staff member feels it is the only way to calm the participant down. "Time out" is 1 minute multiplied by their age.
4. Parent note sent home. Parent note must be signed and returned by the next day.
5. Initiate a parent conference to discuss available options.
6. Suspension or dismissal from the program.

Some actions will result in an automatic suspension or dismissal from the Summer Recreation Program. Parents will be contacted immediately to pick-up their child from the program. The participant will be suspended for the following day(s) and/or dismissed from the program. The following are actions that will result in automatic suspension or dismissal:

1. Showing extreme disrespect or disruption (abusive language).
2. Damaging the Summer Recreation Site (school or bus) or supplies or stealing property.
3. Endangering another child or staff verbally (threats) or physically (hitting, spitting, biting, throwing objects, etc.).

*The City of Surprise Community & Recreation Services Department reserves the rights to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that put participants and staff in danger (i.e. verbal or physical actions including fighting, threats).*

.....  
I have read the "Summer Recreation Discipline Policy" and fully understand the process to be used for discipline issues.

**Participant's Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Number: \_\_\_\_\_



**CITY OF SURPRISE**  
**SUMMER CAMP REGISTRATION FORM**

**PLEASE PRINT**

Child's Name \_\_\_\_\_ Shirt Size \_\_\_\_\_  
Last First M.I.

School \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Arizona Zip \_\_\_\_\_

Home Phone Number ( ) \_\_\_\_\_

Father's Name \_\_\_\_\_ Home # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_

In the event of an emergency, please contact:

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

List any allergies (food, medication, etc.): \_\_\_\_\_

List two people, other than yourself, authorized to pick up your child (name, relationship, and phone #).

1. \_\_\_\_\_  
Name Relationship Phone #/Alt. Phone #

2. \_\_\_\_\_  
Name Relationship Phone #/Alt. Phone #

**I hereby permit** the City of Surprise Summer Recreation Staff to release my child to the above people upon my telephone authorization. Initial \_\_\_\_\_ Date \_\_\_\_\_

**Due to staffing/scheduling**, please check if your child is in a special needs program: \_\_\_\_\_ yes \_\_\_\_\_ no

**Photos:** I give permission for my child to be video taped or photographed by the City of Surprise employees to be used at the site for activities and for any program advertisements for the City of Surprise.  
Parent/Guardian Signature: \_\_\_\_\_

**I grant permission for my child** \_\_\_\_\_, to attend the City of Surprise Summer Recreation Program. I hereby release the City of Surprise from all liability, losses, damages to or destruction of property arising out of or in any way connected with my child's participation in the City of Surprise Summer Recreation Program, except when such injury or damages shall have been occasioned by negligent or wrongful acts of omissions by the employees or officers of the City of Surprise.

**I understand that there are NO REFUNDS OR CREDITS FOR ABSENCE, ILLNESS, HOLIDAYS, OR SUSPENSIONS during the Summer Recreation Program.**

Participant's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CITY OF SURPRISE SUMMER CAMP  
FEE ATTENDANCE CONTRACT**

Child's Name: \_\_\_\_\_

Please "X" the program and days attending.

\_\_\_\_\_ 5 days / \$85 Resident                      \_\_\_\_\_ 5 days / \$105 Non-resident

\_\_\_\_\_ 3 days / \$60 Resident                      \_\_\_\_\_ 3 days / \$85 Non-resident

Days attending must be the same every week!      Mon.      Tue.      Wed.      Thur.      Fri.

I understand that payment is due every week on the **Monday** of the week of participation. **A penalty of \$10 will be assessed for late payment.** Failure to pay the weekly and late fee by the following Monday, participants cannot attend until the account is cleared of all charges.  
Initial \_\_\_\_\_

**WITHDRAWAL / CHANGE POLICY**

- ☐ It is the City of Surprise Summer Camp Program policy that prior notice is required to terminate or change enrollment in the program. If for any reason you decide to change or drop your child's enrollment from the Summer Camp Program, notification must be made by **Wednesday** in writing for the following week to the Site Leaders or the Surprise Community & Recreation Services Office to release you from your current contract. \_\_\_\_\_(Initial)
- ☐ I understand that there will be a \$10 charge each time a change of contract form is submitted. \_\_\_\_\_(Initial)
- ☐ I understand that my child must attend a minimum of 5 weeks of the Summer Camp Program. \_\_\_\_\_(Initial)
- ☐ I hereby agree to accept full responsibility for payment of all registration and miscellaneous fees required for my child to attend the Surprise Summer Camp Program. I understand that there are **NO REFUNDS OR CREDITS FOR MISSED DAYS OR SUSPENSION.** \_\_\_\_\_(Initial)
- ☐ I have received a Parent Handbook and I understand that I am responsible for the information, policies and procedures of the program. \_\_\_\_\_(Initial)

*By signing below, my family and I will comply with the Policies and Procedures in the Parent Handbook*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_